



*Pretty Lake Camp (PLC), a 501(c) (3) non-profit organization, includes: a summer youth camp, the Adventure Center, which provides year-round retreat and team-building experiences; and the PLC Farm, which offers educational programming geared toward healthy eating and farm education.*

**Position:** Executive Director: Pretty Lake Camp, Adventure Centre, and PLC Farm

**Location:** Mattawan, Michigan-Serving Kalamazoo County

**Deadline for Submissions:** Midnight, January 18, 2015

**Educational Experience:** A minimum of a Bachelor's degree.

**Work Experience:** A minimum of five years management experience.

**Desired Skills:** Business, Communications, Public Administration, Fund Development, and Youth Education

Pretty Lake Camp has provided a cost-free summer camp experience to more than 50,000 youth from Kalamazoo County since 1916. Pretty Lake's mission is to empower people by providing unique outdoor adventure education that changes lives and improves the community. Throughout the years, our organization has been dedicated to enriching the lives of thousands of youth by offering a safe, structured, and encouraging experience in a natural setting. We accommodate more than 800 children annually (during summer camp sessions alone) who come from diverse backgrounds to experience everything from swimming to farming.

### **Executive Director – Pretty Lake Camp**

The Executive Director will use their leadership skills to oversee a highly motivated team in the daily operations of Pretty Lake Camp, the Adventure Centre, and Pretty Lake Camp (PLC) farm. Under the guidance of the Board of Directors, the Executive Director will have a primary focus on overall operations, asset protection, fundraising and fund development, marketing/public relations/communications, program development, and board and staff relations financial planning. The Executive Director will have a passion for children, and will represent PLC in the community with the highest level of professionalism, integrity, and customer service. These responsibilities are conducted according to the organization's policies, procedures, and all local/state/federal regulations and laws.

### **Qualifications:**

\*Minimum of a Bachelor's degree is required.

Ability to work cooperatively and communicate with co-workers, volunteers, constituents, and customers of diverse backgrounds, and ages, to provide assistance, information and support in a friendly, courteous, and respectful manner.

\*Willingness to work non-regular hours based on needs of the organization and camp aspect, including evenings and weekends.

\*Possess excellent organizational, written and oral communication skills, as well as strong attention to detail, the capacity to handle multiple projects, and to be responsive to needs and changes as they arise.

\*Proficient in meeting customer and constituent timelines in a self-directed, logical, timely, orderly, and skillful manner.

Candidates dedicated to leading a dynamic team should submit qualifications and salary requirements via email to [careers@prettylakecamp.org](mailto:careers@prettylakecamp.org) Attn: Sonya Hollins, Board of Directors-President-Elect, Pretty Lake Camp and Adventure Centre, 9123 Q Ave., Mattawan, MI, 49071. Additional information can be found by visiting <http://www.prettylakecamp.org/>. Deadline for submissions is January 18, 2016.